

Good Morning/Afternoon, VISTA Leaders!



Enhancing Project Performance

December 15, 2017 - 2:00 PM Eastern Time

**“ I slept and dreamt that life was a joy,
I awoke and saw that life was service.
I acted and behold, service was joy.”**

~ Rabindranath Tagore ~

Thank you for the opportunity to serve you today!!!



Kapila Wewegama

When you join the conference call, the line will be on silent mode until we begin the webinar at 2 PM ET – Thanks!

Session Goals:



1. **Review a strategic framework for continues project improvement.**
2. **Identify and explore potential tools and techniques to use in project progress reviews.**
3. **Examine the potential roles a Leader could play in continues project improvement process of VISTA projects.**

- What are the benefits of having a *Continuous Project Improvement* strategy?
- What should be the key elements focused in a Project Improvement Process?
- How to design a Continuous Project Improvement Process framework?
- What are some tools and techniques we can use in a Continuous Project Improvement Process?
- What are potential roles VISTA Leaders can play in a Continuous Project Improvement Process?

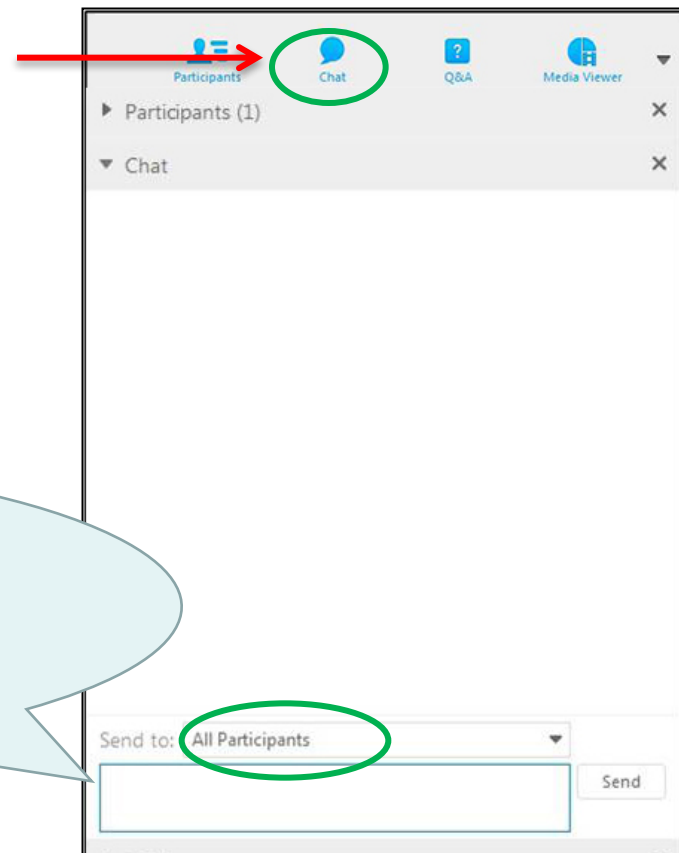


**What are the benefits of
having a Continuous Project
Improvement Strategy?**



Chat Question?

*Click this button
if you don't see
the chat panel.*



*What are the benefits of having a
Continuous Project Improvement
strategy?*

What are the key elements that should be part of a Project Improvement Process?



Goals

Objectives

Outputs

Risks

Outcomes

**10 Essential Elements of a
Continuous Project Improvement Process**

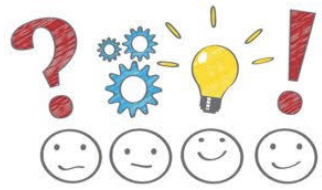
Capacity
Building

KSAs

Communication

Engagement

Resources



Questions & Ideas

Any questions or additional thoughts in regard to these key elements that should be part of a Project Improvement Process?

A screenshot of a software interface for a Q&A session. At the top, there are four icons: 'Participants' (people icon), 'Chat' (speech bubble icon), 'Q&A' (question mark icon), and 'Media Viewer' (screen icon). Below these are expandable sections for 'Participants (1)' and 'Chat'. The main area is a large text input field. At the bottom, there is a 'Send to:' dropdown menu currently set to 'All Participants', a text input field, and a 'Send' button. A red arrow points from a callout box to the 'All Participants' option in the dropdown. The callout box contains the text 'Please select "All Participants"'. At the very bottom, there is a 'Q&A' section header with a close button.

**How to design a Continuous
Project Improvement Process
framework?**



Continuous Project Improvement Dashboard



KSA Gauge



Resources Gauge



Engagement Gauge



Progress Indicator



Communication Gauge



Collaboration Gauge



Risks Gauge



Capacity Building Gauge

Continuous Project Improvement Dashboard



Progress Indicator

Continuous Project Improvement Process Plan

Goal	Increase the graduation rate by 10% at the Peterson High school in 2019.		
Objective	Develop and implement an after school program for students who are having attendance, behavior, or academic engagement issues to enhance their academic performance at the beginning of 2018 school year.		
Targeted Outcome or Output	<i>Increase school attendance rate of the targeted student population by 30% by the end of 2018.</i>		
Scheduled Progress Review Date	Progress Indicators	Assessment Source/Methods	Monitor's Name(s)
March 31, 2018	40% of the targeted students will have enrolled and attending after school tutoring.	After school program attendance records	Tutors
May 31, 2018	10% of increase in regular school attendance by the targeted population	School attendance records	Teachers

Continuous Project Improvement Dashboard



KSA Gauge



Resources Gauge



Engagement Gauge



Progress Indicator



Communication Gauge



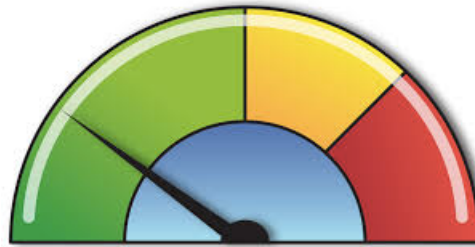
Collaboration Gauge



Risks Gauge



Capacity Building Gauge



Progress Indicator

Scheduled Progress Review Date	Progress Indicators	Assessment Source/Methods	Monitor's Name(s)
March 31, 2018	60% of the targeted students will have enrolled and attending after school tutoring.	After school program attendance records	Tutors

Have we met the expected progress for this timeframe?



Is there a need and opportunity to increase the level of output/ outcome for the next period?
What do we need to do?

What were the reasons that prevented meeting the expected progress?
How can we address them to ensure the future attainment of the expected progress?

Continuous Project Improvement Dashboard



KSA Gauge



Resources Gauge



Engagement Gauge



Progress Indicator



Communication Gauge



Collaboration Gauge



Risks Gauge



Capacity Building Gauge



KSA Gauge

Do the project team members and participants have the necessary KSAs to carry out the project activities to meet the next progress indicator?



Are there additional opportunities to appropriately use the strengths of our project team members/ participants for the betterment of the project?

What are the KSAs lacking and how can we equip the team members/ participants with those necessary KSAs?



Resources Gauge

Do we have the necessary resources (personnel/financial/physical) to meet the next progress indicator?



Are we using the allocated and available resources efficiently and effectively? What else can we do to streamline the effective use of resources?

How do we plan to secure the lacking resources in a timely manner?



Engagement Gauge

Are the project participants (community members, targeted population, etc.) engaging in the project process and activities as expected?



Are there ways we could increase their meaningful participation to enhance their level of engagement and ownership in the project process?

What do we need to do to increase the engagement of our project participants?



Communication Gauge

Is project related communication taking place effectively?



Are there additional opportunities to enhance the current communication strategies?

What are the challenges with the current communication strategy and what can we do to address those?



Collaboration Gauge

Are the project partners collaborating as expected?



Are there ways we could increase their collaboration in the project process?

What do we need to do to increase our project partners collaboration?



Capacity Building Gauge

Is the project building the capacity of the project partners and participants (Is transfer of Skills/Products/Relationships occurring?) as expected?



Are there additional opportunities and ways to enhance the capacity building process?

What are current challenges and barriers to capacity building and what can we do to address those?



Risks Gauge

Are there any risk factors that will prevent us from achieving the next level of progress?
If so, how can we eliminate or reduce the impact of those risks?





Risks Gauge

6 *Risk Factors*



Environmental: includes internal organizational aspects such as organizational cultural changes to external factors such as natural disasters



Policy: policy/priority changes, and program policy changes among key stakeholders that may have an impact on the project



Personnel: leadership changes, staff turnover, lack of or decreasing commitment, etc.



Resources: materials, equipment, transportation, etc.



Funding: budget cuts, funder's funding policy changes, etc.



Political: Government changes, governmental/political priority changes, etc.



Potential Risks/Threats	Strategies to eliminate risk/reduce the impact of the risk

Continuous Project Improvement Dashboard



KSA Gauge



Resources Gauge



Engagement Gauge



Progress Indicator



Communication Gauge



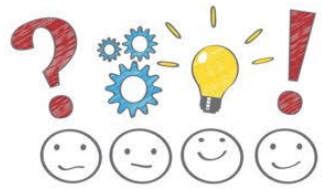
Collaboration Gauge



Risks Gauge



Capacity Building Gauge



Questions & Ideas

Any questions or additional thoughts in regard to creating and implementing a Continuous Project Improvement Dashboard (framework) ?

A screenshot of a software interface with a top navigation bar containing icons for 'Participants', 'Chat', 'Q&A', and 'Media Viewer'. Below the navigation bar, there are expandable sections for 'Participants (1)' and 'Chat'. The main area is a large text input field. At the bottom, there is a 'Send to:' dropdown menu currently set to 'All Participants', a text input field, and a 'Send' button. A red arrow points from a callout box to the 'All Participants' dropdown. The callout box contains the text 'Please select "All Participants"'. At the very bottom, there is a 'Q&A' section with a close button.

What are some tools and techniques we can use to conduct **reality checks/pulse checks** in a Continuous Project Improvement Process?



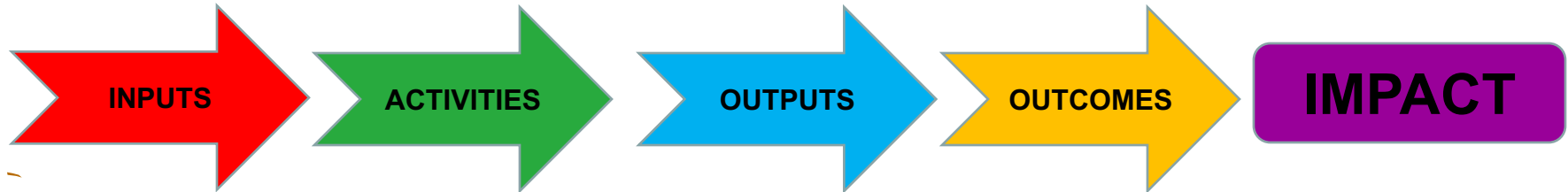
PMI Technique

Plus 	Minus 	Interesting 

SWOT Analysis



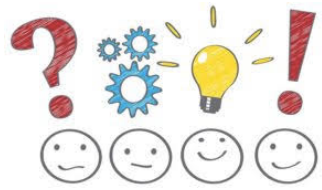
LOGIC Model



<i>Certain resources are needed to operate your program</i>	<i>If you have access to them, then you can use them to accomplish your planned activities</i>	<i>If you accomplish your planned activities, then you will hopefully deliver the amount of product and/or service that you intended</i>	<i>If you accomplish your planned activities to the extent you intended, then your participants will benefit in certain ways</i>	<i>If these benefits to participants are achieved, then certain changes in organizations, communities, or systems might be expected to occur</i>
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Your Planned Work

Your Intended Results



Questions & Ideas

Any additional techniques/tools we can use in a Continuous Project Improvement Process?

A screenshot of a software interface for questions and answers. At the top, there are four icons: 'Participants' (people icon), 'Chat' (speech bubble icon), 'Q&A' (question mark icon), and 'Media Viewer' (screen icon). Below these are expandable sections for 'Participants (1)' and 'Chat'. The main area is for the Q&A section. At the bottom, there is a 'Send to:' dropdown menu currently set to 'All Participants', a text input field, and a 'Send' button. A red arrow points from a text box to the dropdown menu.

Participants Chat Q&A Media Viewer

Participants (1)

Chat

Send to: All Participants

Send

Q&A

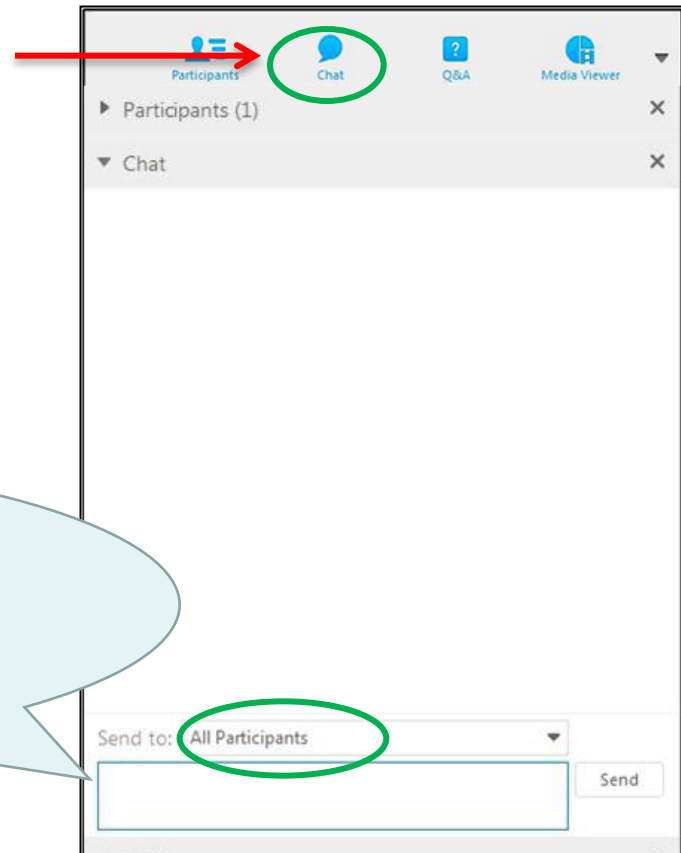
Please select "All Participants"

What are potential roles VISTA Leaders can play in a Continuous Project Improvement Process?



Chat Question?

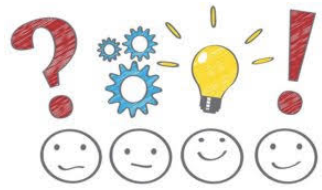
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Project Improvement Process?*

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Questions & Ideas

***Any additional questions,
ideas, or insights?***

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Participants Chat Q&A Media Viewer

Participants (1) X

Chat X

Send to: All Participants X

Send

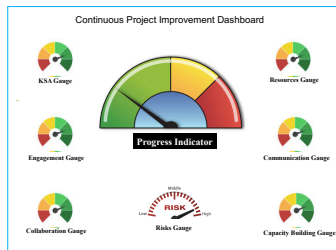
Q&A X

Please select "All Participants"

THANK YOU



For your kind attention & active participation



Kapila Wewegama